

WILLMAR CITY COUNCIL PROCEEDINGS
COUNCIL CHAMBERS
WILLMAR MUNICIPAL UTILITIES BUILDING
WILLMAR, MINNESOTA

March 17, 2003
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Lester Heitke. Members present on a roll call were Mayor Heitke, Council Members Ron Christianson, Bruce DeBlieck, Denis Anderson, Nancy Houlahan, Rick Fagerlie, Jim Dokken, and David Chapin; Present 8, Absent 1 – Council Member Doug Reese was excused from the meeting.

Also present were City Administrator Michael Schmit, City Attorney Richard Ronning, Police Chief Jim Kulset, Fire Chief Marv Calvin, Public Works Director Mel Odens, Finance Director Steven Okins, Planning and Development Services Director Bruce Peterson, and City Clerk Kevin Halliday.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of March 3, Municipal Utilities Commission Minutes of March 10, Rice Hospital Board Minutes of March 11, Planning Commission Minutes of March 12, Building Inspection Report for February, Pioneerland Library Board Minutes of January 16, Community Education and Recreation Board Minutes of January 24, Kandiyohi Area Transit Minutes of February 7, and Housing and Redevelopment Authority Minutes of February 11, 2003. Council Member DeBlieck seconded the motion, which carried.

Mayor Heitke acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report for March 10, 2003, was presented to the Mayor and Council by Council Member Anderson. There were five items for Council consideration.

Item No. 1 The Committee discussed a recommendation to appropriate money reserved to install fire alarms and sprinkler at the City Office Building. Following review, it was decided to delay action until the Fire Chief could be available to clarify the quotes received. This matter was for information only.

Item No. 2 The Committee considered a request from the Willmar Police Department to apply for and accept a grant from the Bureau of Justice Assistance for the purchase of eight bullet-resistant vests. The grant would pay up to 50 percent of the total cost of the vests. The Department is budgeted to purchase or replace eight vests in 2003. The Committee was recommending the Council pass a resolution allowing the Police Department to apply for and accept a grant from the United States Department of Justice, Bureau of Justice Assistance, for the purchase of bulletproof vests.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to approve an application for

and the acceptance of a grant with the Bureau of Justice Assistance for funds to purchase of eight bullet-resistant vests for the Willmar Police Department.

Dated this 17th day of March, 2003.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee considered a request from the Willmar Fire Department to apply for and accept a grant from the Federal Emergency Management Agency for the purchase of 30 hand-held radios, 10 1-hour SCBA units, 23 sets of personal protective gear and equipment to maintain the gear. The grant would pay 90 percent of the costs of the equipment. The Department budget would fund the remaining 10 percent of the total costs. The Committee was recommending the Council pass a resolution to apply for and accept a grant from the Federal Emergency Management Agency in the amount of \$118,000 for the purchase of Fire Fighting Equipment.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to approve an application for and the acceptance of a grant with the Federal Emergency Management Agency for funds to purchase 30 hand-held radios, 10 one-hour SCBA units, 23 sets of personal protective gear and equipment to maintain the gear for the Willmar Fire Department.

Dated this 17th day of March, 2003.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee discussed with staff information regarding the Governor's proposed 2003-2005 State budgets and possible cuts in LGA. This matter was for information only.

Item No. 5 The Committee reviewed the following reports: January Rice Hospital Financial activity. This matter was for information only.

The Finance Committee Report for March 10, 2003, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report for March 11, 2003, was presented to the Mayor and Council by Council Member Christianson. There were four items for Council consideration.

Item No. 1 Conrad Bostron, representing Main Street Willmar, appeared before the Committee to request consideration of recommendations from the Parking Task Force. The recommendations were formulated from a parking survey conducted last fall in the Central Business

District. The proposal consists of reserving 31 parking permits in B lock 50 to be offered on a first come, first serve basis at a cost of \$120 each year, and the objective is to get employees and business owners not to park on the street and have these spaces available for consumers.

The Committee considered the request and asked Mr. Bostron to contact the Library and Bethel Church for comments. It was the consensus of the Committee to take no action on this matter and have staff contact the City Attorney and follow up with Main Street Willmar to work out the details. This matter will be brought back to Committee at a future meeting and was for information only.

Item No. 2 Staff presented to the Committee many aspects relating to regulations and implementation of the NPDES Phase II Storm Water Permits. The regulations were developed by the Environmental Protection Agency and will be administered by the Minnesota Pollution Control Agency to protect and reserve water resources impacted by non-agriculture produced storm water. Phase I was implemented in 1992 and applied to cities with populations greater than 100,000 and construction sites larger than five acres. Phase II now impacts population areas of 50,000 along with discretionary communities such as Willmar.

There are three separate categories requiring permitting: MS4 Activity which is a separate general municipal storm sewer permit, construction activity disturbing larger than an acre of land, and also industrial activity. Phase II, of which the industrial activity portion went into affect in March of 2003, applies to cities with populations greater than 10,000 and construction sites larger than one acre. Final rules are anticipated to be available in six to nine months for Willmar's municipal MS4 permit section. This matter was for information only.

Item No. 3 The Committee considered various project plans and specifications as presented by staff.

The Committee reviewed information relating to Project No. 0303, mill and overlay of the northbound lanes of Business 71/23 from Ella Avenue to Civic Center Drive. The estimated cost of the project is \$350,000 and is eligible for funding from State Turnback Funds. The Committee was recommending the Council approve the plans and specifications and authorize advertisement of bids.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

WHEREAS, the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the Business 71/23 Mill and Overlay (Project No. 0303) for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that: Final plans and specifications are hereby approved, and publication of advertisement for bids is herewith authorized. Bids will be publicly opened and read at 1:00 p.m. on the 14th day of April, 2003, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 17th day of March, 2003.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee reviewed information relating to Project No. 0304 (MUC water main) the installation of a 16" water main from the north well field across Robbins Island to Business 71/23. The Committee was recommending the Council approve the plans and specifications and authorize advertisement of bids.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member DeBlieck, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

WHEREAS, the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the MUC Water Main (Project No. 0304) for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that: Final plans and specifications are hereby approved, and publication of advertisement for bids is herewith authorized. Bids will be publicly opened and read at 1:00 p.m. on the 14th day of April, 2003, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 17th day of March, 2003.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Committee reviewed information relating to Project No. 0308 – Seal Coat and was recommending the Council approve the plans and specifications and authorize advertisement of bids.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 5

WHEREAS, the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Seal Coat (Project No. 0308) for the City of Willmar;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that: Final plans and specifications are hereby approved, and publication of advertisement for bids is herewith authorized. Bids will be publicly opened and read at 1:00 p.m. on the 14th day of April, 2003, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 17th day of March, 2003.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee considered a request from Staff to amend Resolution No. 6, dated April 3, 2002, relating to the Treatability Study at the Wastewater Treatment Plant. The total dollar value does not change. The \$2,000 reimbursables is to be added to the \$26,000 labor contract. The Committee was recommending to the Council to amend the resolution as presented.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Houlahan, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

Whereas the City of Willmar desires to retain a consultant to provide professional engineering services to perform a Treatability Study at the Wastewater Treatment Plant for the City of Willmar; and

Whereas a proposal has been made by, and an agreement prepared to retain, the firm of Barr Engineering, of Minneapolis, Minnesota in a not to exceed amount of \$28,000.00 for said services;

Now therefore be it resolved by the City Council of the City of Willmar that said agreement be approved and that the Mayor and City Administrator be authorized to execute the same.

Dated this 17th day of March, 2003.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Public Works/Safety Committee Report of March 11, 2003, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Houlahan, and carried.

The Labor Relations Committee Report for March 12, 2003, was presented to the Mayor and Council by Council Member Houlahan. There were two items for Council consideration.

Item No. 1 The Committee meeting was closed to discuss contract negotiations and strategies. During the closed session the Committee Members met with Mr. Frank Madden to review strategies for upcoming contract discussions with various bargaining units. The meeting was then reopened, and this matter was for information only.

Item No. 2 Planning and Development Services Director Peterson presented concerns regarding the Building Inspection Technician's and Building Official's compensation. Pursuant to another resignation of the Building Inspection Technician, the second resignation within one year, Mr. Peterson voiced concerns with the low salaries not meeting market demand. Wage comparisons with similar-size cities were reviewed. Council Members voiced concerns with residents having to deal with three inspection offices in Willmar: the City, County and Regional Development Commission, noting that multiple offices and cars, and many inspectors leads to

inefficiencies and higher costs, and the governments need to work cooperatively.

Following a lengthy discussion regarding the need to retain qualified Building Inspection Technicians and Building Officials with a market rate compensation package, the Committee was recommending to the Council to direct the City Administrator to pursue wage adjustments with the AFSCME General Unit for the Building Official and Building Inspection Technician positions, and further that the City Administrator to work with the County and Regional Development Commission to explore efficiencies in the delivery of inspection services. Council Member Houlahan moved to approve the recommendation of the Labor Relations Committee, with Council Member Anderson seconding the motion, which carried.

The Labor Relations Committee Report for March 12, 2003, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Houlahan, seconded by Council Member Christianson, and carried.

City Clerk Halliday informed the Mayor and Council that West Central Builders Association has rented space at the Willmar Civic Center for a three-day show in March and is requesting a temporary liquor license. Following discussion, Council Member Houlahan moved to approve of the temporary liquor license as requested. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 5, Noes 1 – Council Member Chapin voted “No,” and Council Member Christianson abstained from voting.

The Mayor and Council discussed the Board of Review meeting date and concluded that the date remain the first Monday of May.

Announcements for Council Committee meeting dates were as follows: Finance, March 24; Public Works/Safety, March 25; and Community Development, March 27, 2003. It was noted the Mayor and Council will be meeting with the Municipal Utilities Commission and Kandiyohi Electric Cooperative on March 27, 2003.

Public Works Director Odens presented to the Mayor and Council the 2002 Public Works Departmental annual report. Following a questions and answer period, the report was ordered placed on file in the City Clerk's Office.

There being no further business to come before the Council, the meeting adjourned at 8:10 p.m. upon motion by Council Member Christianson, seconded by Council Member DeBlieck, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL